

Application Process

Stage 1

Online Application

Your application is the first step towards working for the Department for Education, Children and Young People. This is your chance to present key information about yourself to the selection panel, helping them evaluate your suitability for the role.

To apply, you will need to complete your online application including the following:

- one-to-two-page document outlining your experience, skills and knowledge as they relate to the Statement of Duties which will help us know why we should choose you.
- An up-to-date resume including a brief summary of your relevant qualifications and/or training history.
- Details of two referees, usually your last two managers. Your referees may be contacted at any stage of the selection process, including as part of shortlisting. You should advise your referees before submitting your application, as the panel may wish to contact referees during shortlisting and will assume they are aware. Please speak with the contact person if you have a concern about this.

Stage 2

Phone Interview

If shortlisted, you will be invited to participate in a 20 - 30-minute phone interview, where you will be asked a set of situational, behavioural, and skill related questions.

Stage 3

Face to Face Interview

Candidates who progress to Stage 3 will be invited to attend a face to face and or via MS Teams interview lasting 40-50 minutes. You will be required to respond to a set of technical and scenario based questions that occur within the After Hours setting. You will also be asked further questions relating to the role along with your experience and skills.

Stage 4

Pre-employment Checks and Conditional Offer

Once the panel have made a recommendation for appointment, all applicants will be advised of the outcome in writing. If you are the successful applicant, you will be notified of the outcome by phone and receive an offer of employment email. Where applicable offers are conditional, subject to the satisfactory completion of any pre-employment checks, verification that you meet any essential requirements and, a review period. Once the pre-employment checks have occurred, and a review period has passed (if applicable), you will receive formal employment documentation, along with orientation and payroll related information.